

## Chapter 15

### Public Library Records Retention

#### **Public Libraries Retention Schedule and County/Local General Retention Financial Schedule**

The Public Libraries Retention Schedule and the County/Local General Retention Financial Schedule were adopted in 2010. All public libraries in Indiana must follow the same general retention financial schedule.

**Any records not on the approved list cannot be destroyed without the permission of the County Commission on Public Records and the Indiana Commission on Public Records.**

Included in this chapter are a printout of the section of Chapter 6 of the State Board of Accounts Library Manual ( pages 5 through 9) explaining the preservation and destruction of public records, the Public Libraries Retention Schedule and the County/Local General Retention Financial Schedule . There are links on this page to the SBOA Library Manual, the June presentation by Jim Corridan, Chief Archivist and Director, Indiana Commission on Public Records, on retention schedules, and the two retention schedules.

State Board of Accounts Library Manual, Reissued 2010

<http://www.in.gov/sboa/2802.htm>

Public Proceedings and Public Records, Preservation and Destruction of Public Records (Chapter 6)

[http://www.in.gov/sboa/files/lib2010\\_006.pdf](http://www.in.gov/sboa/files/lib2010_006.pdf)

Adobe presentation by Jim Corridan, Chief Archivist and Director, Indiana Commission on Public Records, on retention schedules:

<http://webinar.isl.in.gov/p37554645/?launcher=false&fcsContent=true&pbMode=normal>

Public Libraries Retention Schedule and the County/Local General Retention Financial Schedule

<http://www.in.gov/icpr/2739.htm>

## **Records Retention FAQs**

Q1) How long should we keep past insurance policies/coverage that have been replaced with new policies/coverage?

A1) Insurance paperwork would be considered a contract; keep for 10 years after the end of the insured year.

Q2) How long should we keep past in-house staff directories?

A2) If they simply provide personnel information in a different format, destroy.

Q3) How long should we keep statements of Concern regarding library materials completed by patrons?

A3) Regard as correspondence and destroy after 3 years.

Q4) How long should we keep incident reports (injuries, accidents, behavior)?

A4) 10 years, as for public library annual reports

### Fees

The governing board shall establish a fee schedule for the certification or copying of documents. The fee for certification of documents may not exceed five dollars (\$5) per document. The fee for copying documents may not exceed the greater of:

- (1) ten cents (\$0.10) per page for copies that are not color copies or twenty-five cents (\$0.25) per page for color copies; or
- (2) the actual cost to the agency of copying the document.

"Actual cost" means the cost of paper and the per-page cost for use of copying or facsimile equipment and does not include labor costs or overhead costs. A fee established must be uniform throughout the public agency and uniform to all purchasers. [IC 5-14-3-8(d)]

## PRESERVATION AND DESTRUCTION OF PUBLIC RECORDS

### Policy

The governing board is charged with the duty to preserve, keep, maintain, or file all the official records of the political subdivision pursuant to IC 5-15-1-1. The final decision as to the destruction or disposition of such records rests with the local public records commission. A local public records commission is established in each county pursuant to IC 5-15-6-1.

IC 5-15-6-3(f) concerning destruction of public records, states in part: "Original records may be disposed of only with the approval of the commission according to guidelines established by the commission."

### Definition of Public Record

A public record is defined as all documentation of the informational, communicative or decision-making processes of the political subdivision in connection with the transaction of public business or governmental functions, which documentation is created, received, retained, maintained, or filed by the political subdivision as evidence of its activities or because of the information value of the data in the documentation, and which is generated on paper or paper substitutes; photographic or chemically based media; magnetic or machine readable media; or any other materials, regardless of form or characteristics. [IC 5-15-5.1-1]

For purposes of IC 5-15-6, the terms "public record" or "record" refer to local government documentation. [IC 5-15-6-1.5]

### County Public Records Commission

IC 5-15-6-1 creates in each county a commission known as the "County Commission of Public Records of \_\_\_\_\_ County." IC 5-15-6-2 sets out the duties and responsibilities of the commission. It is the duty of the commission to determine the following:

1. Which public records, if any, are no longer of official or historical value.
2. Which public records are of current official value and should be retained in the office where they are required to be filed.
3. Which public records are of official value but are consulted and used so infrequently that they are no longer of appreciable value to the officer with whom they are required to be filed.
4. Which public records are of no apparent official value, but which do have historical value.

5. Adopt and implement retention schedules for use by local governmental officials as part of a records management program for local government public records at the first meeting of the county commission after the commission receives a retention schedule for the local government approved by the oversight committee on public records as established by IC 5-15-5.1-18.

The following officers make up the commission:

1. Judge of the Circuit Court (Ex Officio);
2. President of the Board of County Commissioners;
3. County Auditor;
4. Clerk of the Circuit Court (Secretary);
5. County Recorder;
6. Superintendent of Schools of the school district in which county seat city is located.
7. City Controller or Clerk-Treasurer of the county seat city or town.

#### Suggested Procedures

As a starting point for disposing of old records, an inventory of the office and the storerooms should be taken. The inventory should list the type of record and the year such record was made.

After the inventory is completed and a decision is made as to the records to be destroyed, a request and approval for destruction of records should be submitted to the County Commission of Public Records of the county in which the public agency is located.

A pamphlet entitled "Guide for Preservation and Destruction of Local Public Records" published by the State Commission on Public Records will be furnished to any official upon request. You should carefully review this publication and comply with the instructions therein when considering the destruction of any records.

The State Commission has furnished each Clerk of the Circuit Court, who serves as secretary of the County Commission of Public Records, a supply of this publication and a supply of Form PR1 entitled "Request for Permission to Destroy and Transfer Certain Public Records" to be used by local officials in submitting requests to the County Commissions.

### Removal of Records - Time Restriction

IC 5-15-6-3 concerning the removal and destruction of records states:

- a. As used in this section, "original records" includes the optical image of a check or deposit document when:
  1. The check or deposit document is recorded, copied, or reproduced by an optical imaging process described in subsection (e); and
  2. The drawer of the check receives an optical image of the check after the check is processed for payment or the depositor receives an optical image of the deposit document after the document has been processed for the deposit.
- b. All public records which, in the judgment of the commission, have no official or historical value, and which occupy space to no purpose in the offices and storerooms of the local government of a county, shall be destroyed or otherwise disposed of. Except as provided in this section, such records shall not be destroyed until a period of at least three (3) years shall have elapsed from the time when the records were originally filed, and no public records shall be destroyed within a period of three (3) years if the law provides that they shall be kept for a longer period of time, or if the law prohibits their destruction.
- c. Subject to this section, records may be destroyed before three (3) years elapse after the date when the records were originally filed if the destruction is according to an approved retention schedule.
- d. No financial records or records relating thereto shall be destroyed until the earlier of the following actions:
  1. The audit of the records by the State Board of Accounts has been completed, report filed, and any exceptions set out in the report satisfied.
  2. The financial record or records have been copied or reproduced as described in subsection (e).
- e. As used in this section, "public records" or "records" includes records that have been recorded, copied, or reproduced by a photographic, photostatic, miniature photographic, or optical imaging process that correctly, accurately, and permanently copies, reproduces, or forms a medium for copying or reproducing the original record on a film or other durable material. Original records may be disposed of in accordance with subsection (f), if the record has been copied or reproduced as described in this subsection. The copy must be treated as an original. Copies, recreations, or reproductions made from an optical image of a public record described in this subsection shall be received as evidence in any court in which the original record could have been introduced, if the recreations, copies, or reproductions are properly certified as to authenticity and accuracy by an official custodian of the records.
- f. Original records may be disposed of only with the approval of the commission according to guidelines established by the commission. However, the guidelines established by the commission concerning the disposal of financial records must be approved by the State Board of Accounts before the guidelines become effective.

The decision as to the disposition or destruction of any record rests entirely upon the commission; however, there are certain records which appear to be sufficient value to require that they be retained permanently, and there are other records which should not be disposed of for a period of longer than three (3) years, due to limitations imposed under other statutes. Among these records are:

Retained Permanently

All minutes due to their historical value and their value in determining titles of property, appointments, etc.

Ledgers of Receipts and Disbursements as permanent financial records.

Bond Records, as evidence of indebtedness and payment.

Retained for Longer Periods Than Three (3) Years

All contracts, claims and paid warrants for minimum of six (6) years due to statute of limitations in civil actions. [IC 34-1-2-1 and IC 34-1-2-2]

Public Records Retention - Audit

IC 5-15-6-3(f) concerning destruction of public records, states in part: "Original records may be disposed of only with the approval of the commission according to guidelines established by the commission."

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee.

Order to Destroy Public Records

A copy of any order to destroy public records shall be delivered to the State Archivist, Indiana State Library, any active genealogical society of the county and any active historical society of the county not later than sixty days before the destruction date accompanied by a written statement that they may procure such records at their own expense subject to the provisions enumerated in the law. [IC 5-15-6-7]

Penalty

A public official or other person who recklessly, knowingly, or intentionally destroys or damages any public record commits a Class D felony unless:

1. The commission shall have given its approval in writing that public records may be destroyed;
2. The commission shall have entered its approval for destruction of the public records on its own minutes; or
3. Authority for destruction of the records is granted by an approved retention schedule. [IC 5-15-6-8]



### Public Records Go With the Office

Sometimes it is reported that when an official is replaced by reason of death, resignation, appointment, or election, the records are being withheld from the successor until they are audited.

When an official assumes custody of an office many of the forms and records are continuous. Each official's acts are a matter of record. An official is not responsible for the acts of his successor and a successor is not responsible for the acts of his predecessor.

Regardless of the capacity served by an official, upon completion of his service, all records and forms are to be surrendered to his successor.

Supporting documentation such as receipts, canceled checks, tickets invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee.

### Transaction Recording

All financial transactions pertaining to the governmental unit should be recorded in the records of the governmental unit.

### Timely Recordkeeping

All documents and entries to records should be done in a timely manner to ensure that accurate financial information is available to allow the governmental unit to make informed management decisions and to help ensure compliance with IC 5-15-1-1 et seq., commonly referred to as the Public Records Law.

### RETENTION SCHEDULES

The State's Oversight Committee on Public Records has approved retention schedules for Library financial records. The schedules list prescribed forms and the length of time each form is required to be kept. The schedules can be obtained at [www.in.gov/icpr](http://www.in.gov/icpr).

IC 5-15-6-2.5 requires each local County Commission on Public Records to adopt such retention schedules at the first meeting of the County Commission following receipt of the schedules from the State Oversight Committee.

Once the retention schedules are adopted, records may be destroyed in accordance with the schedules and without permission of the local County Commission. However, libraries must submit documentation of such destruction to the County Commission and the State Archives and should notify any active genealogical societies and any active historical located in the county before destruction.

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Public Libraries Retention Schedule (LIB)  
Indiana Commission on Public Records – County Records Management

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:  September 22, 2010	NAME OF COUNTY ADOPTING RETENTION SCHEDULE:  	DATE ADOPTED BY THE COUNTY COMMISSION OF PUBLIC RECORDS:  
DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS  SIGNATURE	PRINTED NAME: <b>Jim Corridan</b>	
CHAIRPERSON OF THE COUNTY COMMISSION OF PUBLIC RECORDS:  SIGNATURE	PRINTED NAME:	
SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS:  SIGNATURE	PRINTED NAME:	

**THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.**

**Instructions:**

1. Records listed on this schedule may be destroyed upon completion of a Notice of Destruction, State Form 44905 and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS, 402 West Washington Street W472, Indianapolis, IN 46204.
2. **Officials should first reference this office-specific retention schedule.** If the form/record series you're looking for is not listed, refer to the general retention schedule (GEN)
3. All records **not listed** on these approved schedules can be destroyed or transferred only by completing a Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS.

**GUIDELINES:**  
Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

Microfilmed records may be deposited or transferred according to the retention period outlined for that record.

Security/original rolls of microfilm to be stored offsite in secure location. Duplicate rolls for office use.

Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

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Adopted September 22, 2010 by the Oversight Committee on Public Records/Indiana Commission on Public Records

### Public Libraries Retention Schedule (LIB)

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
LIB 10-1	ANNUAL PUBLIC LIBRARY REPORT	DESTROY after ten (10) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
LIB 10-2	LEDGERS  14.1 Library Form: Form 1, 1A, 1B, and 1C (R 1982): Library Financial and Appropriation Ledger  14.2 General Form: Form 369 (1996) General Fixed Asset Account Group Ledger (2003) Capital Assets Ledger	PERMANENT. MICROFILM according to G0 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
LIB 10-3	PATRON LIBRARY CARD, RECIPROCAL BORROWING CARD APPLICATION	DESTROY three (3) years after patron account becomes inactive.
LIB 10-4	PUBLIC LIBRARY ACCESS CARD (PLAC) & NON-RESIDENT CARD APPLICATION	DESTROY after three (3) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
LIB 10-5	NO-FEE INTERLIBRARY LOAN FILES  Applies to interlibrary loans for which a patron or library is not charged and does not collect a fee  [CONFIDENTIAL: IC 5-14-3-4(a)(16)(A)]	DESTROY 30 days after return of materials.
LIB 10-6	FEE BASED INTERLIBRARY LOAN FILES  Applies to interlibrary loans for which a patron or library is charged or collects a fee  [CONFIDENTIAL: IC 5-14-3-4(a)(16)(A)]	DESTROY after three (3) calendar years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
LIB 10-7	PROGRAM REGISTRATION INFORMATION	DESTROY each April for previous calendar year.
LIB 10-8	COMPUTER USE SIGN UP SHEETS & LOGS  Patron agreement to utilize public access computers provided by a library  [CONFIDENTIAL: IC 5-14-3-4(a)(16)(A)]	DESTROY 90 days after date of use.
LIB 10-9	PHOTOGRAPHS & VIDEOS  Photographic and video holdings of library	The collections of a library shall REMAIN part of the library, subject to the procedures used by the library to weed its collection.

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Adopted September 22, 2010 by the Oversight Committee on Public Records/Indiana Commission on Public Records



County/Local General Retention Schedule (GEN)  
Indiana Commission on Public Records – County Records Management

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:  December 15, 2010	NAME OF COUNTY ADOPTING RETENTION SCHEDULE:	DATE ADOPTED BY THE COUNTY COMMISSION OF PUBLIC RECORDS:
DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS  SIGNATURE		PRINTED NAME: Jim Corridan
CHAIRPERSON OF THE COUNTY COMMISSION OF PUBLIC RECORDS:  SIGNATURE		PRINTED NAME:
SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS:  SIGNATURE		PRINTED NAME:
<p><b>THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.</b></p> <p><b>Instructions:</b></p> <ol style="list-style-type: none"><li>Records listed on this schedule may be destroyed upon completion of a <i>Notice of Destruction, State Form 44905</i> and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS, 402 West Washington Street W472, Indianapolis, IN 46204.</li><li><b>Officials should first reference their office-specific retention schedule.</b> If the form/record series you're looking for is not listed, refer to this general retention schedule (GEN)</li><li>All records <b>not listed</b> on these approved schedules can be destroyed or transferred only by completing a <i>Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505</i>, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS.</li></ol> <p><b>GUIDELINES:</b></p> <p>Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).</p> <p>Microfilmed records may be deposited or transferred according to the retention period outlined for that record.</p> <p>Security/original rolls of microfilm to be stored offsite in secure location. Duplicate rolls for office use.</p> <p>Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.</p> <p>Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.</p>		

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Adopted December 15, 2010 by the Oversight Committee on Public Records/Indiana Commission on Public Records

**County/Local General Retention Schedule (GEN)**

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
<b>ADMINISTRATIVE</b>		
GEN 10-1	<p>MINUTES</p> <p>Official minutes of any county/local agency, board, commission, or of any division. <b>THIS IS A CRITICAL RECORD.</b></p> <p>[IC 5-15-6-2.5]; [IC 5-15-5.1-12]</p>	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-2	<p>COUNTY/LOCAL AGENCY, BOARD OR COMMISSION MEETING TAPES.</p> <p>For offices, board or commissions that record their meetings using magnetic audio tapes. These tapes are used to complete the minutes of the meetings.</p>	ERASE or DESTROY after official minutes taken from them are approved.
GEN 10-3	<p>POLICY FILES – OFFICE HOLDERS, DEPUTIES, AND DIVISION DIRECTORS.</p> <p>These office files document substantive actions of the county or local government unit and constitute the official record of the unit's performance of its functions and the formation of policy and program initiatives. This series may include various types of records such as correspondence, memos, and reports concerning policy and procedures, organization, program development and reviews. <b>THIS IS A CRITICAL RECORD.</b> Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b) (6).</p> <p>[IC 5-15-6-2.5]; [IC 5-15-5.1-12]</p>	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-4	<p>GENERAL FILES</p> <p>Office records that are not related to policy implementation. This series includes correspondence, memos, and routine staff files.</p>	DESTROY after three (3) calendar years.
GEN 10-5	<p>LEGAL FILES</p> <p>(Also called Litigation Files)</p> <p>All records pertaining to litigation with the county/local government and all supporting documentation. Disclosure of these records may be affected by IC 5-14-3-4(a) (1), (3), and (8), and also by the discretion of a public agency, IC 5-14-3-4(b) (6).</p> <p>Retention consistent with IC 34-11-2-6 and IC 35-41-4-2(a)</p>	RETAIN in office five (5) calendar years after adjudication of litigation. Evaluate and transfer to County Archives, or INDIANA COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, only files that have been determined to have historical or legal significance and identified as PERMANENT.
GEN 10-6	<p>ORDINANCES</p> <p>Includes records created by a county/local agency related to the legislature's review of proposed laws or adoption of administrative rule(s). Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b)(6).</p>	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-7	<p>BUILDING PERMITS</p> <p>[IC 36-7-4-1109]</p>	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-8	<p>DISASTER RECOVERY AND CONTINUITY PLANS</p> <p>The copy of all Disaster Recovery/Continuity Plans, including those</p>	TRANSFER one copy of each plan to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for permanent archival

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**County/Local General Retention Schedule (GEN)**

	for electronic systems, as well as supporting documentation used in the development of the plans.  Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b)(19).	retention, upon its approval by the county/local agency. DESTROY remaining copies when outdated or replaced.  DESTROY supporting documentation three (3) years after current plan is outdated or replaced.
<b>GEN 10-9</b>	<b>NOTICES &amp; CERTIFICATES</b>  Excludes Form 100R – Certified Report of Names, Addresses, Duties and Compensation of Employees [PERMANENT]	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>ACCOUNTING &amp; FINANCE</b>		
<b>GEN 10-10</b>	<b>RECEIPTS/QUIETUS/RECEIPT REGISTER/QUIETUS REGISTER</b>  Retention based on IC 34-11-2-6	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>GEN 10-11</b>	<b>VOUCHERS/CLAIMS &amp; PURCHASE ORDERS</b>  Includes all claims and requisitions submitted by all county offices and departments, including all supporting documentation.  Retention based on IC 34-11-1-2	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>GEN 10-12</b>	<b>POOR RELIEF VOUCHERS/CLAIMS</b>  Retention based on IC 34-11-1-2	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>GEN 10-13</b>	<b>REGISTER OF POOR RELIEF CLAIMS</b>	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>GEN 10-14</b>	<b>CANCELED CHECKS/WARRANTS</b>  Retention based on IC 34-11-1-2	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>GEN 10-15</b>	<b>CHECK REGISTER/WARRANT REGISTER</b>  Retention based on IC 34-11-1-2	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>GEN 10-16</b>	<b>PAYROLL RECORDS</b>  Applies to Forms 99A, 99B and 99C	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
<b>GEN 10-17</b>	<b>TIME CARDS</b> Includes Weekly Earning Record, work period.  Retention based on IC 34-11-2-1	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>GEN 10-18</b>	<b>BANK RECONCILIATION RECORDS AND REPORTS</b>	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>GEN 10-19</b>	<b>BANK STATEMENTS, DEPOSIT TICKETS, RECORD OF DEPOSITORY BALANCES</b>	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>GEN 10-20</b>	<b>FEE BOOK</b>	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>GEN 10-21</b>	<b>ACCOUNTS PAYABLE JOURNAL</b>	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

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**County/Local General Retention Schedule (GEN)**

<b>GEN 10-22</b>	ACCOUNTS PAYABLE VOUCHER REGISTER	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>GEN 10-23</b>	TRANSMITTALS  Retention based on IC 34-11-2-6	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>GEN 10-24</b>	INVESTMENTS/INSURANCE REGISTER  Form 350 – Register of Investments Form 351 – Register of Insurance	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
<b>GEN 10-25</b>	BONDS, BIDS, CONTRACTS AND LEASES  All contracts with vendors or other units of government to provide goods or services. Files also include working papers and similar attachments used by the agency in this process. This record series also applies to an administrative entity receiving revenue through a contract or lease.  [IC 34-13-1-1]	DESTROY ten (10) years after expiration of the contract and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>GEN 10-26</b>	AS-SUBMITTED BUDGETS  Includes new programs requested, justifications, breakdown of money requested, estimates, reports, and taxpayer notice	DESTROY after five (5) calendar years.
<b>PERSONNEL</b>		
<b>GEN 10-27</b>	PERSONNEL FILES  Personnel records containing documentation of the employee's working career with the county/local government unit.  Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-1(b)(2)(3)(4) and (6), and IC 5-14-3-1(b)(8).	DESTROY 75 years after employee is no longer employed by the county/local government unit.
<b>GEN 10-28</b>	EMPLOYEE MEDICAL RECORDS  Typical record series could include Employer's Report of Injury, Report of Attending Physician, or other medical information used to document work-related illnesses or injuries. Pursuant to United States Equal Opportunity Commission rules, this information "...shall be collected and maintained...in separate medical files..." Disclosure of these records may be affected by IC 5-14-3-4(a)(9) and the discretion of a public agency per IC 5-14-3-4(b)(8) and 29 CFR 1630.14(b)(1).	DESTROY seven (7) years after the employee leaves county/local government.
<b>GEN 10-29</b>	INMATE MEDICAL RECORDS  Disclosure of these records may be affected by IC 5-14-3-4(a)(9) and the discretion of a public agency per IC 5-14-3-4(b)(8) and 29 CFR 1630.14(b)(1).	DESTROY seven (7) years after the inmate is released from the jail facility.
<b>GEN 10-30</b>	FAMILY AND MEDICAL LEAVE ACT OF 1993 RECORDS  Records may contain applications for Family and Medical Leave (State Form 483/U or its equivalent), and any information related to use the Family and Medical Leave Act (FMLA).  Disclosure of these records may be affected by 29 CFR 825.500(g). Retention based on 29 CFR 825.400(b).	DESTROY records after three (3) calendar years if no other Record Series with a longer retention period applies to them. If records are part of another Record Series with a longer retention, follow the retention instruction for that Record Series.

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<b>GEN 10-31</b>	<b>EMPLOYMENT APPLICATIONS-NOT HIRED</b>  Series includes applications from persons seeking employment who are not hired. Series also contains vacancy notices, job information bulletins, unsolicited resumes, rejection correspondence, examination material, and other related materials. Disclosure of these records may be affected by the discretion of a public agency per IC 5-14-3-4 (b)(8)(b). Retention based on IC 4-15-2-15 (b)(4).	DESTROY three (3) calendar years after the decision not to hire.
<b>GEN 10-32</b>	<b>EMPLOYEE HAZARDOUS EXPOSURE RECORDS</b>  Typical records could include employee exposure records and/or analyses using exposure or medical records. Disclosure of these records may be affected by IC 5-14-3-4(a) (9).	DESTROY Thirty-five (35) calendar years after employee termination.
<b>GEN 10-33</b>	<b>LOG OF WORK-RELATED INJURIES AND ILLNESSES, OSHA FORM 300 (REVISED 01/2004)</b>  In accordance with 29 CFR 1904.0, et seq., every private and public employer with more than ten (10) employees must confidentially record every work-related death and work-related injury and illness meeting specific recording criteria in this federal rule. Electronic (computer) maintenance and retention is permitted. Any medical information attached or included with the OSHA form and record is also confidential and must be retained with the OSHA form and record for the same time period. Disclosure of these records may be affected by 29 CFR 1904.29 and IC 5-14-3-4 (a) (3). Retention based on 29 CFR 1904.33.  <b>SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES, OSHA FORM 300A (REVISED 01/2004)</b>  All establishments covered by 29 CFR 1904 must complete this summary page. Retention based on 29 CFR 1904.33.  <b>INJURY AND ILLNESS INCIDENT REPORT, OSHA FORM 301</b>  This Injury and Illness Incident Report is completed when a recordable work-related injury or illness has occurred. Electronic, computer, maintenance and retention is permitted. Any medical information attached or included with the OSHA form and records is also confidential and is to be retained with the OSHA form and record for the same time period. Disclosure of these records may be affected by 29 CFR 1904.29 and IC 5-14-3-4(a)(3). Retention based on 29 CFR 1904.33.	DESTROY five (5) years after the end of the calendar year that the records cover.
<b>PUBLICATIONS &amp; REPORTS</b>		
<b>GEN 10-34</b>	<b>RECORDS RETENTION AND DISPOSITION SCHEDULE, INDIANA COMMISSION ON PUBLIC RECORDS APPROVED RETENTION SCHEDULES</b>  Contains a description of all records maintained by a county/local office, and specifies when and how they may dispose of their records.	DESTROY after replaced by revised schedule and after adoption by the COUNTY COMMISSION ON PUBLIC RECORDS.
<b>GEN 10-35</b>	<b>STATUTE AND ADMINISTRATIVE RULE RECORDS</b>  Documents created by a county/local government entity related to	DESTROY two (2) calendar years after amendments, adoptions, or proposal of final administrative rule was published in the Indiana Register.

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	the State Legislature's review of proposed laws, amendments to existing statutes, or adoption of administrative rules.	
GEN 10-36	<p><b>MATERIAL SAFETY DATA SHEETS (MSDS)</b></p> <p>These reports and data sheets are supplied by the manufacturer of hazardous chemicals and submitted to businesses and other organizations receiving and using the substances. One (1) report or MSDS is submitted for each chemical in accordance with federal OSHA requirements. General information, ingredients, physical data, fire and explosion hazard data and other precautions are listed to inform and protect individuals who use or are exposed to these substances and chemicals.</p> <p>Disclosure of these records may be affected by 29 CFR 1910.1020(f)(1) and (f)(2), and IC 5-14-3-4(a)(4). Retention based on 29 CFR 1910.1020(d)(1)(ii)(B).</p>	DESTROY thirty (30) years after the year of conclusion of the worker's employment.
GEN 10-37	<b>STATE BOARD OF ACCOUNTS AUDIT REPORTS</b>	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-38	<p><b>REPORTS</b></p> <p>Excludes Form 100R – Certified Report of Names, Addresses, Duties and Compensation of Employees [PERMANENT]</p>	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-39	<b>PERF QUARTERLY REPORT</b>	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
<b>AUDIO, VIDEO &amp; GENERAL MEDIA</b>		
GEN 10-40	<p><b>MICROFILM DOCUMENTATION FILE</b></p> <p>A written documentation list created and maintained for the microfilm based on the approved retention schedule (60 IAC 2-2-3). See 60 IAC 2 for required contents of the file.</p>	PERMANENT. Transfer copy to the Indiana Commission on Public Records, State Archives Division.
GEN 10-41	<p><b>PHOTOGRAPHS, VIDEO RECORDINGS, FILMS</b></p> <p>Typically consists of photographs of special events and activities of the office, general circulation or special purpose periodicals, intra-office news, or other still photographs.</p>	TRANSFER to the INDIANA COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for evaluation, sampling, or weeding pursuant to archival principles one (1) calendar year after the date of the event or activity.
GEN 10-43	<p><b>ROUTINE SURVEILLANCE RECORDINGS</b></p> <p>Disclosure of these records may be affected by IC 5-14-3-4(a)(1-3) and the discretion of a public agency per IC 5-14-3-4(b)(1) &amp; (6). This record series and retention period does not apply to the criminal history records of the Indiana State Police, pursuant to IC 5-15-5.1-5 (a) (4).</p> <p>Retention based on IC 34-11-1-2</p>	DESTROY after 30 days if no improper or illegal activity is captured on recording. If improper or illegal activity is captured on recording, RETAIN for the longer of the following: 1) Duration of criminal proceedings and appeals; or 2) Ten (10) years.
GEN 10-46	<p><b>PROTECTED CRITICAL INFRASTRUCTURE INFORMATION</b></p> <p>Information received by the County and/or local Emergency Management Agency and/or partner agencies including public safety, health, fire and emergency medical services, from the</p>	DESTROY when outdated or replaced by subsequent records received from the Indiana Department of Homeland Security and/or the US Department of Homeland Security.

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	Indiana Department of Homeland Security and/or the US Department of Homeland Security pursuant to 6 USC 131-135 and 6 CFR 29 regarding the security of critical infrastructure and protected systems, analysis, warning, interdependency study, recovery, reconstitution, and related purposes. Records include correspondence, reports, assessments, strategies, grant applications, drawings, specifications, plans, and risk planning documents in paper or electronic form. Disclosure of these records is affected by 6 USC 133(a)(1)(A)-(E) and 6 CFR 29.8. Retention period is based on high security-level of information and its duplicate existence at the Federal level.	
<b>GEN 10-47</b>	<p><b>CRITICAL INFRASTRUCTURE INFORMATION</b></p> <p>Homeland security and counterterrorism records which may be intra-agency or interagency advisory or deliberative material (including material developed by a private contractor under a contract with a public agency). These may be expressions of opinion or of a speculative nature, and include: 1) administrative or technical information that would jeopardize a record keeping or security system, 2) computer programs, codes, filing systems, and other software, 3) portions of electronic maps entrusted to a public agency by a utility, and 4) school safety and security measures, plans, and systems, including emergency preparedness plans developed under 511 IAC 6.1-2-2.5. Records may include correspondence, reports, assessments, strategies, grant applications, drawings, specifications, plans, and risk planning documents in paper or electronic form, as further described in IC 5-14-3-4(b)(6), (10), (11), (18) and 19. Disclosure of these records may be affected by the previously listed statutes. Retention is based on a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack should records be improperly disclosed.</p>	DESTROY when outdated or replaced.
<b>Obsolete Records</b>		
<b>GEN 10-44</b>	<p><b>PERMANENT OBSOLETE RECORDS</b></p> <p>Chattel Mortgage Record [to 30 June 1935]  Index to Chattel Mortgage Record [to 30 June 1935]  Sire Lien Record [1889-1984]  Stock Mark Record  Apprentice Indenture Record  County Newspapers [1 RS 1852, ch. 75; repealed Acts 1980, ch. 211, sec. 5]  PR-6 (Township Trustee ONLY) – Register of Poor Relief Claims  Twp. PR-7 – Poor Relief Statistical Report  Twp. Form 369 – General Fixed Asset Account Group  SD Form 309A/B – Cash Journal, Municipal Sewage Utility (short &amp; long forms)  SD Form 329A/B – Sewage Utility Voucher Register (short &amp; long forms)</p>	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
<b>GEN 10-45</b>	<p><b>NON-PERMANENT OBSOLETE RECORDS</b></p> <p>Chattel Mortgage Minute Book [1 July 1935 – 30 June 1964]  Index to Chattel Mortgage Receipts [1 July 1935 – 30 June 1964]  Chattel Mortgage Receipts [1 July 1935 – 30 June 1964]  Entry Book of Old-Age Pensions [1936-1945]  Inheritance Tax Record [1913-1931]  Fee Docket  Premarital Examination Certificate [Confidential and NOT open to</p>	DESTROY.

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	public inspection] Hunting and Fishing Report Twp. PR-1 – Application for Township Assistance Twp. PR-1A – Notice of Poor Relief Action Twp. PR-1B – Application for Additional or Continuing Township Assistance Twp. PR-2 – Purchase Order for Medical Relief Twp. PR-3 – General Purchase Order for Poor Relief Twp. PR-4 – Report of Medical Aid Rendered Twp. PR-7M – Mileage Claim for Poor Relief Investigation Twp. Form 7 – Estimate of Poor Relief Requirements Twp. PR-8 – Quarterly Poor Relief Report of Actual and Estimated Receipts	
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